

Responding to an Event in JAGGAER

The following steps will guide suppliers in how to respond to events in the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System**. In JAGGAER, solicitations are also known as events. Suppliers will be able to respond to events such as Request for Proposals (RFPs) and/or Request for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contracts.

Supplier Help: For system navigation questions, please contact the DGS Bid Room at 1-877-435-7363 ext. 2 or [RA-GSJAGGAERHELP@pa.gov](mailto:RASJAGGAERHELP@pa.gov); For Jaggaer technical issues (i.e. problems logging in and password related issues), please contact the Jaggaer Customer Support Team at 1-800-233-1121 opt 2.

Note: You **must** be registered in the Commonwealth of Pennsylvania Jaggaer Supplier Management system prior to responding to an event. To register, please [click here](#) to access the DGS Supplier Service Center page for the resources to assist you in the process.

Note the specific information below:

- **Invitation To Qualify (ITQ)** is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code for agencies to procure selected materials and services.
 - The awarded contract establishes the supplier as a qualified ITQ Supplier that allows agencies to solicit a Request for Quote (RFQ) from the supplier.
 - The awarded contract does not guarantee the supplier receipt of business by the Commonwealth.
- **Request for Quote (RFQ)** is a solicitation that is sent only to qualified ITQ Suppliers to provide quotes for the specific services or materials. This type of solicitation is restricted to qualified ITQ Suppliers **only** for responses. Suppliers **must** be qualified and awarded a contract prior to the RFQ being issued in order to view and provide a response.
- **Request for Proposal (RFP)** is a solicitation issued by an agency for competitive sealed bids to be submitted by suppliers to provide a solution for the services or materials. This type of solicitation is available for any supplier to provide a response.

Disclaimer: All information contained within this document is for example purposes only. Screenshots are from a test client and may differ slightly from what is shown in the actual production system.

1. Enter the registered **Email Address** for the account and select the **Next** button.

PA pennsylvania

Welcome to the Commonwealth of Pennsylvania

Supplier Management System

New Suppliers - If you are a new supplier, please enter your email address, click on the **Next** button, and follow the instructions to register.

Existing Suppliers - Enter your login credentials and click to access your profile.

Enter your email to Login/Create Account

iblicsupplier1@gmail.com

ENGLISH

NEXT

Email

Suppliers should ensure its contact information is current in JAGGAER and monitor JAGGAER for events (solicitations).

Request for Quote (RFQ) events (solicitations) are restricted to suppliers that have been awarded an ITQ contract.

2. Enter the **Password** and select the **Login** button.

Welcome to the Commonwealth of Pennsylvania
Supplier Management System

New Suppliers - If you are a new supplier, please enter your email address, click on the **Next** button, and follow the instructions to register.

Existing Suppliers - Enter your login credentials and click to access your profile.

Enter your email to Login/Create Account

iblicsupplier1@gmail.com

English -

Email

.....

Password

LOGIN TROUBLE LOGGING IN?

Home page display

Home - Customer Portal Home

Welcome to the Commonwealth of Pennsylvania Supplier Management System, which is part of JAGGAER system

Customer Contact

Name PA Supplier Service Center
Phone +1 877-435-7363 ext. 2

Quick Links to Common Tasks

Manage Registration Profile

Sourcing Events

Show: Opening or Closing Soon

Go to Public Opportunities

Event Number	Status	Event Title	Dates	Action
6100048830	Open	Third-Party Administrator for Flexible Spending Account	Release: 4/8/2020 8:30:00 AM EDT Open: 4/8/2020 9:00:00 AM EDT Close: 5/8/2020 4:00:00 PM EDT	View Event
RFP-6100050365	Open	CADD Workstation Computing Devices and Monitors	Open: 4/10/2020 12:00:00 PM EDT Close: 5/14/2020 12:00:00 PM EDT	View Event
6100046563	Open	DOC Comprehensive Health Care Services	Open: 1/14/2020 12:00:00 PM EDT Close: 6/30/2020 3:00:00 PM EDT	View Event

Events	Released	Open	Closed	Awarded	All
My Events	0	3	40	0	43
Public Events	0	9	184	0	193
Auction Events	0	0	32	0	

Need Help?

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3. On the *Home* page, there are multiple ways to access events (solicitations) that are available to view and provide a response. In the *Sourcing Events* section, there will be events (solicitations) listed to view however not all that are available to your company may display. Utilize one of the below methods to access all the events (solicitations) that are available to your company.

a. Select the **Go to Public Opportunities** link to display all the available Request for Proposals (RFPs) only.

The screenshot shows the 'Sourcing Events' section of the Pennsylvania Supplier Management System. A red box highlights the 'Go to Public Opportunities' link. Below the event list, a summary table is shown:

Events	Released	Open	Closed	Awarded	All
My Events	0	3	40	0	43
Public Events	0	9	184	0	193
Auction Events	0	0	32	0	

c. Select the **Number** link in the *Open* column for *Public Events* to display all Request for Proposals (RFPs) only.

b. Select the **Number** link in the *Open* column for *My Events* to display all Request for Quotes (RFQs) and Request for Proposals (RFPs).

4. Select the **View Event** button to begin reviewing the details. **Note:** You can view all details of an event without declaring an intent to bid.

Quick Links to Common Tasks ?

[Manage Registration Profile](#)

Sourcing Events ?

Show Go to Public Opportunities

Event Number	Status	Event Title	Dates	Action
DGS-RFP001947	Open	RFP Event	Open: 4/17/2020 12:00:00 AM EDT Close: 5/8/2020 5:00:00 PM EDT	View Event

Events	Released	Open	Closed	Awarded	All
My Events	0	1	326	0	327
Public Events	0	1	383	2	386
Auction Events	0	0	6	0	6

[View All Events](#)

5. Select the **Yes, I Intend to Bid** button to start your response to the event. **Note:** Please select the “No Bid” button if you are not going to bid.

Summary Event Actions History ?

⚠ Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event.

Yes, I Intend to Bid

Event Title	RFP Event	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type	Request for Proposal	Event Open Date	4/17/2020 12:00 AM EDT
Event Number	DGS-RFP001947	Event Close Date	5/8/2020 5:00 PM EDT
Stage Title	-	Sealed Bid Open Date	5/8/2020 5:00 PM EDT
Currency	USD	Question Submission Close Date	5/1/2020 2:00 PM EDT
Payment Terms	-		

[Next >](#)

[Need Help?](#)

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6. Next, you will need to view and acknowledge the event prerequisites. Select the **Proceed to Prerequisites** or **Next** button.

Summary			
Event Title	RFP Event	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type	Request for Proposal	Event Open Date	4/17/2020 12:00 AM EDT
Event Number	DGS-RFP001947	Event Close Date	5/8/2020 5:00 PM EDT
Stage Title	-	Sealed Bid Open Date	5/8/2020 5:00 PM EDT
Currency	USD	Question Submission Close Date	5/1/2020 2:00 PM EDT
Payment Terms	-		

The left navigation pane lists each section containing required fields that **must** be completed to successfully submit your response. If the section is complete, there will be a *Green Check* displayed.

RFP Event
DGS-RFP001947

Event Details

Response Status: **Not Started**
Intent To Bid: **Yes** ✓
Bid Total: **0.00 USD**

Summary

Prerequisites ✓

Buyer Attachments ✓

Questions ✓

RFP Questions ✓

Additional Required Docu... ✓

Review & Submit ✓

Prerequisites

Please review and agree to the prerequisites listed below.

Prerequisites Required to Enter Bid
- You must complete prerequisites before you may enter your bid.

Responsibility to review. ★

Responsibility to Review RFP

I certify that I have read and agree to the terms above.

You must complete this prerequisite to bid on this event.

7. In the *Prerequisites* section, select the **Responsibility to Review** link to view and agree to the terms. Make sure the box by the statement is checked before selecting the **Next** button. **Note:** The *Next* button will save your information and advance you to the next section. The *Save Progress* button save your information and keep you in the current section.

Prerequisites

Event Actions | History | ?

Please review and agree to the prerequisites listed below.

 **Prerequisites Required to Enter Bid**
- You must complete prerequisites before you may enter your bid.

★ Required to Enter Bid

Responsibility to review. ★

[Responsibility to Review RFP](#)

I certify that I have read and agree to the terms above.
 You must complete this prerequisite to bid on this event.

< Previous

Save Progress

Next >

8. In the *Buyer Attachments* section, download and carefully review each attachment listed. Make sure to complete documents that require you to provide information (i.e. Technical Submittal and Cost Submittal documents).

Buyer Attachments

Please see the attachments below for additional information about this event.

Attachment

 [03 RFP Terms and Conditions](#)

 [Appendix B - Sample Invoice](#)

 [Technical Submittal - Lot 1](#)

 [Appendix A - Cost Submittal - Lot 1](#)

Note: Utilize the *Q&A Board* section to ask a question and/or review previous questions submitted to the Buyer. Select the **Ask a Question** button to submit a question.

The screenshot displays the 'RFP Event' interface for event DGS-RFP001947. On the left, a sidebar contains a 'Q & A Board' section, which is highlighted with a red box and a red arrow pointing to it from the note. The main area is titled 'Question & Answer Board' and includes a description: 'Ask sourcing event related questions, receive responses, read other supplier's questions and answers that have been made public, and respond to buyer-submitted questions.' A blue 'Ask a Question' button is highlighted with a red box in the top right. Below this, there are tabs for 'Public Q&A (0)', 'My Questions (0)', and 'Buyer Questions (unanswered 0)'. A 'Sort by' dropdown menu is set to 'Date Asked: Most Recent First'. The main content area currently displays the message: 'No questions and answers have been made public yet.'

9. There is **no action required** in the *Questions* section. Select the **Next** button to proceed.

The screenshot shows the 'Questions' section of the interface. It includes a header with 'Event Actions' and 'History' links. Below the header, there is a message: 'Please review and respond to the questions below. You may save progress at any time.' There are two buttons: 'Import Options' and 'Export Questions'. A table shows the progress of various sections:

Overview	Progress
RFP Questions	<input checked="" type="checkbox"/> Incomplete
Additional Required Documentation	<input checked="" type="checkbox"/> Incomplete

At the bottom of the page, there are navigation buttons: '< Previous' and 'Next >', with the 'Next >' button highlighted with a red box. A 'Need Help?' button with a telephone icon is also visible.

The next two sub-sections consist of questions that require a response in the form of *Yes or No* and/or *File Upload*. There is a one attachment limit per question with a maximum file size of 50 MB (megabytes).

The screenshot displays the 'RFP Event' interface for event DGS-RFP001947. The left sidebar contains a navigation menu with the following items: 'Event Details', 'Response Status: Not Started', 'Intent To Bid: Yes', 'Bid Total: 0.00 USD', 'Summary', 'Prerequisites' (with a green checkmark), 'Buyer Attachments' (with a green checkmark), 'Questions' (with a grey checkmark), 'RFP Questions' (with a grey checkmark and a red arrow pointing to it), 'Additional Required Docu...' (with a grey checkmark), 'Review & Submit' (with a grey checkmark), 'Q & A Board', and 'My Exports and Imports'. The main content area is titled 'RFP Questions' and includes 'Event Actions' and 'History' links. It features 'Import Options' and 'Export Questions' buttons. A section titled 'On This Page' lists: '1.1: Technical Questions (5)', '1.2: Small Diverse Business and Small Business Participation (3)', and '1.3: Cost (1)'. Below this, the '1.1: Technical Questions' section is expanded to show three sub-questions: 1.1.1, 1.1.2, and 1.1.3. Question 1.1.1 asks to download, complete, and upload a technical submittal, with a 'No File Attached' status and an 'Upload' button. Question 1.1.2 asks for additional attachments for the technical submittal, also with a 'No File Attached' status and an 'Upload' button. Question 1.1.3 is currently empty. At the bottom right, there are navigation buttons: '< Previous', 'Save Progress', and 'Next >'. A star icon indicates that questions 1.1.1 and 1.1.2 are required.

10. In the *RFP* or *RFQ Questions* section, you will provide a response to all required and applicable questions. Some question will have forms for you to download, complete, and upload to the question (i.e. Small Diverse Business and Small Business Participation).
- Select the **Upload** button to locate and attach the appropriate document to each question.
 - Select the **Next** button after all required questions have been answered.

1.1: Technical Questions

1.1.1
Please download, complete, and upload the attached Technical Submittal from Buyer Attachments. *

No File Attached

1.1.2
Any additional attachments in support of the technical submittal can be uploaded here. If multiple files are needed combine into a single document or create a .zip file combining the files into a single .zip file.

No File Attached

1.1.3
Authorized Distributor letters and other documents for Lot 1 can be uploaded here. If multiple files are needed combine into a single document or create a .zip file combining the files into a single .zip file. *

No File Attached

1.1.4
I have read and fully understand the attached Performance Standards. *

Yes No

1.2: Small Diverse Business and Small Business Participation

1.2.1
Please download, complete, and upload the attached SDB/SB Submittal Form, listing of SDB/SB subcontractors, and Letters of Intent (LOI). If this solicitation includes multiple lots, please include a separate Small Diverse Business and Small Business Participation Submittal for each lot for which you are submitting a proposal or quote. All fields must be completed prior to submitting. *

[Small and Small Diverse Participation Submittal](#)

No File Attached

1.2.2
Attached is a Model Form of Small Diverse and Small Business Subcontractor Agreement.

[Model Form of SDSDB Subcontractor Agreement](#)

No File Attached

1.2.3
I have read and fully understand the Small and Small Diverse Business qualifications attached in question 1.2.1 above. *

Yes No

If there is a *Cost Submittal* document in the *Buyer Attachments* section, complete the document by inputting your price and upload it to the question in the *Cost* section.

Note: If there is not a *Cost Submittal* and *Cost* section, you will be required to enter your pricing in the *Items* section of the event.

1.3: Cost

1.3.1
Please use the attached Cost Submittal to submit your cost proposal for this procurement. Do not include any assumptions in your submittal. If you do, your proposal may be rejected. *

No File Attached

★ Required

- c. In the *Additional Required Documentation* sub-section, there are some questions with standard forms that must be downloaded, completed, and uploaded. Select the **document name** link to download the form (i.e. Iran Free Procurement Certification). Once all questions have been answered proceed to the *Review & Submit* section to review and complete your response.

RFP Event
DGS-RFP001947

Event Actions | History ?

Import Options | Export Questions

On This Page

- 2.1: Standard Forms (7)
- 2.2: Terms and Conditions (1)
- 2.3: Offeror's Representation (2)

2.1: Standard Forms

2.1.1
Please download, sign, and attach the Iran Free Procurement Certification and Disclosure Form. ★
[↓ Iran Free Procurement Certification and Disclosure](#) 
No File Attached

2.1.2
Please download, sign and attach the Domestic Workforce Utilization Certification Form. ★
[↓ Domestic Workforce Utilization Certification Form](#)
No File Attached

2.1.3
Please download, complete, and attach the Trade Secret/Confidential Proprietary Information Notice. ★
[↓ Trade Secret/Confidential Proprietary Information Notice](#)
No File Attached

★ Required

< Previous Next >

11. An event may require pricing to be entered in line items instead of a Cost Submittal document. If so, the *Items* section will be available for you to enter your pricing. You must enter your pricing in the *Unit Price* field. **Note:** No information should be entered in the Estimated Service Start and End Date fields unless indicated by the Buyer.

Items Event Actions ▾ | History | ?

Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

Import Options ▾ | Export Items ★ Response is Required

Service Line Items (1)

Go To All Groups ▾ | [Expand All Fields](#) | [Collapse All Fields](#)

▼ **Group S1** (1 - 1 of 1 items)

#	Item Name, Description, Etc	Qty	UOM	Requested Service Delivery	Unit Price (USD)	Total Price (USD)	Estimated Service Start	Estimated Service End	
S1.1	Stump Removal ★ View Details	5	Each	-	<input style="border: 2px solid red;" type="text"/>	-	<input type="text"/> mm/dd/yyyy	<input type="text"/> mm/dd/yyyy	Respond to Item

Comment:

1000 characters remaining

Total Price (USD) 0.00

★ Required

12. The *Review & Submit* is the final section to complete before you can successfully submit your response.
 - a. Verify all required fields are complete in each section.
 - b. Select the **box** to acknowledge the *Certification* statement.
 - c. Select the **Submit Response** button.

Open This event closes in **14 days** on 5/8/2020 at 5/8/2020 5:00 PM EDT. [Event Schedule](#)
[Questions & Answers for this Event](#)

RFP Event
DGS-RFP001947

Event Details

Response Status: **Draft**

Intent To Bid: **Yes**

Bid Total: **0.00 USD**

Summary

Prerequisites

Buyer Attachments

Questions

RFP Questions

Additional Required Docu...

Review & Submit

Q & A Board

My Exports and Imports

Review & Submit [Event Actions](#) | [History](#) | [?](#)

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed. By clicking the Submit button, you represent that: (1) you are making a formal submittal in response to a procurement issued by the Commonwealth pursuant to the Procurement Code (62 Pa.C.S. Section 101 et seq.); (2) you are authorized to submit the information on behalf of the person or entity identified; (3) this electronic submittal is deemed signed by you and you are authorized to bind the person or entity identified to the terms of the solicitation and this submittal; and (4) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you in this submittal are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

All sections are now complete, and you may submit your bid below.

Section	Progress
Summary	No Required fields
Prerequisites	Required fields complete
Buyer Attachments	No Required fields
Questions	Required fields complete
RFP Questions	Required fields complete
Additional Required Documentation	Required fields complete

Certification

I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

< Previous
Submit Response

Once your response has been successfully submitted, you will receive a confirmation message with summary details of the event. If you entered pricing on a Cost Submittal, your response would show a bid amount of \$0.00 USD in the confirmation. If you entered pricing in the *Items* section, your response would display a total dollar amount (i.e. \$88,000.00 USD) in the confirmation.

Response Submitted

Next Steps

You have submitted a bid of **0.00 USD**. You have until **5/8/2020 5:00 PM EDT** to withdraw or change your bid.

- [Return to Home Page](#)
- [Event Summary](#)

Event Summary

Event Title	RFP Event	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type	Request for Proposal	Event Open Date	4/17/2020 12:00 AM EDT
Event Number	DGS-RFP001947	Event Close Date	5/8/2020 5:00 PM EDT
Stage Title	–	Sealed Bid Open Date	5/8/2020 5:00 PM EDT
Currency	USD	Question Submission Close Date	5/1/2020 2:00 PM EDT
Payment Terms	–		
Sealed Bid	Yes		

Note: If an amendment has been made to the event after you have submitted your response, you will have to resubmit your response before the Close Date. Amendments **must** be acknowledged by viewing and resubmitting your response even if no changes have been made to the original response. You are responsible for reviewing the amended event and resubmitting your bid response.